



**CITY OF NORFOLK
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

5TH FLOOR, ROOM 508
810 UNION STREET
NORFOLK, VA 23510
(757) 664-4752
(757) 664-1569 (FAX)
WWW.NORFOLK.GOV/PLANNING

STREET CLOSURE APPLICATION



Application Procedures

STREET CLOSURE APPLICATION

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. Submit completed application with all required attachments including House Plat or survey (*see attached example), check for \$115 made payable to Treasurer, City of Norfolk, and Description of request.
3. Staff will review application to determine completeness and feasibility of the requested closure.
4. Applicant to contact appropriate Civic League **prior to public hearing**. Applicant must provide staff written documentation of the outcome of that meeting/discussion prior to the public hearing.
5. Staff will post legal notice of application request and photograph subject property.
6. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
7. Applicant or representative **must** attend public hearing:
Where: City Hall Building
11th Floor, Council Chambers
Time: 2:30 p.m.
8. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
9. Prior to the request being forwarded to the City Council, the City Attorney's office prepares the ordinance. Applicant may be required to provide the City Attorney the following:
Title search; Easement agreements for any existing City or private facilities effected by the proposed closure; purchase price as determined by the City Assessor, if applicable.
10. Applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
11. The street closure request will appear on Council's agenda twice—the 1st time Council will vote on a hearing date, and the 2nd time will be the hearing.

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

ZONING SERVICES

5TH FLOOR, ROOM 508

(757) 664-4752 / (757) 664-1569 (FAX)

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Application For City Planning Commission Public Hearing

STREET CLOSURE

Date of application: _____

Name of Property Owner:

(Last) _____ **(M)** _____ **(First)** _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ **Fax:** _____ **Email:** _____

Applicant/Representative (if different from property owner):

(Last) _____ **(M)** _____ **(First)** _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ **Fax:** _____ **Email:** _____

Description of property (street name & location of closure request):

Existing Zoning: _____ **Map Book & Page:** _____

Land Area (in acres or square feet): _____

Civic League: _____

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

Room 508 – City Hall Building

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

List each adjacent property owner (print owner name and address) with signature of consistent for the closure request, use additional paper if needed:

☐ _____

Property Owner signature:

☐ _____

Property Owner signature:

☐ _____

Property Owner signature:

☐ _____

Property Owner signature:

REQUIRED ATTACHMENTS

- Check for \$115.00 made payable to: Norfolk City Treasurer.
- 2 8 1/2 x 14 copies of house plat (can be obtained from Surveys Division of Public Works, 7th floor City Hall) showing portion of right of way requested to be closed.
- Description of reasons for requesting the closure.

CERTIFICATION: I certify that the information contained herein is true and accurate to the best of my knowledge:

Property Owner's signature

Applicant's signature

FILING DEADLINE

December 9, 2002
January 13, 2003
February 10, 2003
March 10, 2003
April 7, 2003
May 12, 2003
June 9, 2003
July 14, 2003
August 11, 2003
September 8, 2003
October 6, 2003
November 3, 2003
December 8, 2003

HEARING DATE

January 23, 2003
February 27, 2003
March 27, 2003
April 24, 2003
May 22, 2003
June 26, 2003
July 24, 2003
August 28, 2003
September 25, 2003
October 23, 2003
November 20, 2003
December 18, 2003
January 22, 2004

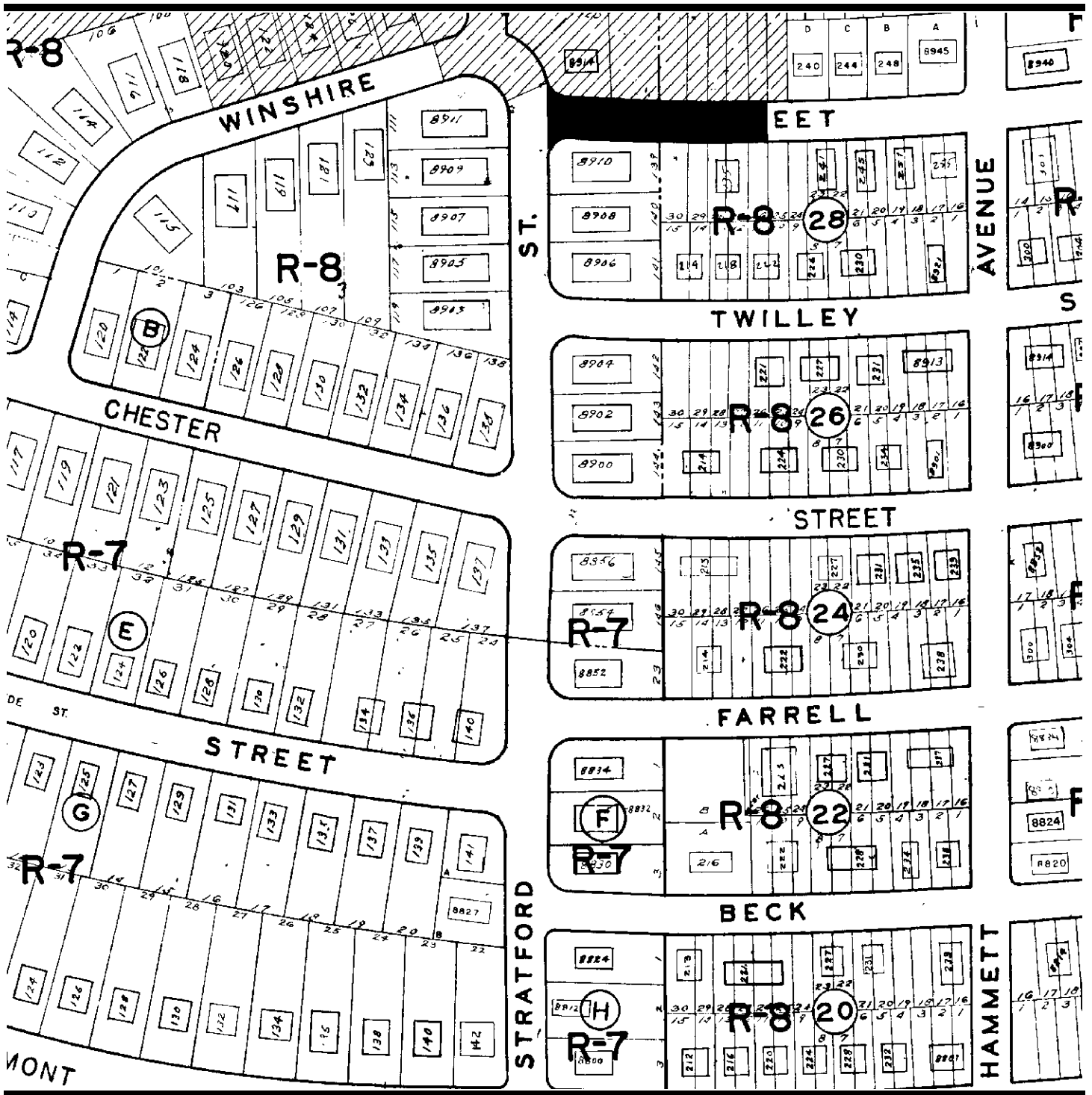
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2. SITE

PROPOSED STREET CLOSURE

FREDERICK HAFER



Planning Commission Public Hearing

March 27, 2003

Application 2 (continued)

Not to Scale

Portion of Hoggar right of way
requested to be vacated

